

Alice McBrearty

Senior Editor | Proofreader | Typesetter

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Profile

I am an editorial professional with over 15 years' experience working across publishing and non-publishing sectors, specialising in academic, nonfiction, technical and professional content. I provide copyediting, proofreading and formatting / typesetting services, producing accurate, clear, publication-ready material for print and digital formats. I work to strict quality and compliance standards and collaborate closely with subject matter experts to translate complex material into accessible, well-structured content. As a Professional Member of the Chartered Institute of Editing and Proofreading (CIEP), I adhere to its Code of Practice and maintain a strong commitment to editorial integrity and professional excellence.

Subject Expertise

- Energy, environment, healthcare, law, social sciences, education, engineering, corporate communications, academic research and professional training materials

Editorial / Production Services

- End-to-end editorial services including copyediting, proofreading, and formatting / typesetting for publication-ready output
- Application of style guides and editorial standards
- Plain English rewriting and structural editing
- Working with SMEs and technical authors
- Multi-stage editorial workflows and deadline management
- Quality assurance and compliance editing
- Desktop publishing and typesetting
- CMS publishing (print and digital workflows)
- Microsoft Office 365 (advanced) and Adobe Creative Cloud
- Document control and version management systems

Professional Training

Core Editorial Training

- Editing Digital Content (CIEP, 2024)
- Plain English for Editors (CIEP, 2021)
- Word for Practical Editing (CIEP, 2024)
- Proofreading PDFs: A Complete Guide (PTC, 2023)
- Essential Editorial Project Management (PTC, 2022)
- Essential Proofreading: Editorial Skills One (PTC, 2010)

Specialist / Sector Training

- Health Editing (CIEP, 2025)
- Academic Copyediting (EFA, 2026)
- Copyediting with APA Style (EFA, ongoing)
- Technical Author / Technical Writer Training (CherryLeaf, 2025)
- Editing for Better Communications (Publishing Scotland, 2025)

Work Experience

- **Editor / Proofreader** for A M Editorial Services (January 2026 – Present): Editing, proofreading and typesetting for a wide range of clients including businesses, charities, students, academics and writers. Material worked on includes dissertations, journals, educational texts, nonfiction manuscripts, research papers and specialist documents.
- **Editor / Technical Author** for TAQA (2012–2025): Worked within a busy Editorial Department of an international energy sector company developing and designing technical and corporate documentation for a global audience.
 - Produced and edited complex technical and corporate publications for global audiences, ensuring clarity, compliance and consistency across multi-author documentation sets
 - Managed an electronic bookshelf and hard copy in-house library housing over 1,000 books
 - Engaged with subject matter experts to create publishable text
 - Maintained fully auditable document control records across all editions, supporting regulatory compliance and traceability in a high-stakes technical environment
 - Co-ordinated multi-stage editorial workflows to ensure regulatory deadlines were consistently met in a compliance-driven publishing environment
- **Proofreader** for The CIEP Blog (2019–2020): Assisted the information team prepare and publish blog posts for a global audience of editorial professionals.
- **Proofreader** for *Pain Matters Magazine*, Pain Concern Scotland (2019–2020): Proofread news, features and articles published quarterly.
- **Editor / Technical Author** for Offshore Design Limited (a Wood company) (2010–2012): Worked within the Technical Publications and Information Management Department.
 - Carried out editorial and quality control checks at every stage of the production process, including publishing in print and on digital platforms
 - Developed in-house preferred terms and style guidelines
 - Collaborated with subject matter experts to translate complex technical input into clear, publishable documentation for non-specialist audiences
- **Proofreader** for The Creative Writing Institute (2010): I proofread lesson material, client's website, company newsletters and short stories for a distance learning creative writing school.
- **English Teacher** (2006 – 2010): I taught English as a foreign language to non-native speakers from beginner's level to advanced at The Fun Language School International in Thailand.

Achievements

- 2018–2020: Rewrote, reformatted and rebranded hundreds of safety, operations and emergency procedures, reducing risk to offshore personnel and improving workforce engagement across Central and Northern North Sea assets.
- 2014–2015: Acting as Editorial Supervisor to cover maternity leave directing a team of in-house and freelance editorial and administrative assistants – recruiting, training, delegating work and developing and managing work practices.

Education

- Bachelor of Arts Degree in Politics and Management, Robert Gordon University (2003–2006)
- MA Undergraduate Certificate in Philosophy and Psychology, University of Aberdeen (2001–2002)